

**CITY OF SEATTLE
ORGANICS PROCESSING
REQUEST FOR PROPOSALS**

Addendum 1

April 16, 2012



Chapter V - Proposal Instructions

Proposers should carefully follow the instructions in this Chapter for communicating and submitting Proposals. To be responsive, Proposals should be completed, organized and submitted as described in this Chapter.

A. Communications

All communications regarding this RFP must be made in written form (including mail, email or fax) to the Project Manager:

Hans VanDusen
Seattle Public Utilities
hans.vandusen@seattle.gov
206-684-4657

Delivery:
Seattle Municipal Tower, 59th floor
700 Fifth Avenue, Seattle WA

Mail:
P.O. Box 34018
Seattle, WA 98124-4018

Unless authorized by the Project Manager, no other City official or employee is empowered to speak for the City with respect to this RFP. Proposers who contact other City officials or employees regarding this RFP may be disqualified.

Proposers are encouraged to attend the Proposers' Conference and provide written questions to the City as described in Chapter IV. All City responses and RFP addendum will be posted to the RFP website.

B. Submitting Proposals

1. **Deadline** - All Proposals, with required copies, must be received by the Project Manager, Hans VanDusen, at the address listed above, on or before **2:00 p.m. on ~~May 15, 2012~~ May 29, 2012.**
2. **Copies** - Proposers shall compile and submit one signed original, six collated copies, and an electronic PDF of their Proposal. Proposal should be concise and printed on recycled, double sided paper. The RFP forms will be provided by the City in MS Word document format.
3. **Format** - Proposals must respond to all required and relevant questions in **Chapter VI - Proposal Questions** and complete all required and relevant forms found under **Appendix A. Proposal Forms**.

Proposers shall list each evaluation question before the corresponding response and maintain the order and numbering of the questions from the RFP. Completed forms will be included in each relevant section with the relevant proposal question.